



Auditor Training

Tuesday, March 13, 2018
6:30pm–8:30pm

Chula Vista Elementary School District Office
84 East J Street, Chula Vista 91910

Ninth District and Chula Vista Elementary Council invite you to an Auditor training.

An audit determines the accuracy of the books, detects inconsistencies or errors, provides recommendations for corrective action, protects the financial officers, verifies that funds were sent through channels as appropriate, and assures the membership that the association's resources were managed in a businesslike manner within the regulations established for their use.

For specific Audit Review following the training, please bring the information you are working with and have questions on.

If available please bring:

- A copy of the last audit report;
- Current bylaws and standing rules;
- Originals of checkbook register, whether handwritten or computer generated, and canceled checks (including voided checks);
- Originals of bank statements, bank book for each bank or savings account;
- Deposits and supporting documents for the cash receipts;
- Authorizations for payment with attached receipts;
- Itemized statements and receipts of bills paid;
- Monthly Treasurer's Reports;
- Original treasurer's books/ledgers including back-up files (external storage device) if books are kept on a computer;
- Copies of board, executive committee and association minutes, including an adopted budget, any amendments that were approved during the year, approval of expenditures, and ratification of payments;
- Copy of PTA-required Workers' Compensation Annual Payroll Report form;
- Copies of all required state and federal report forms if PTA hires employee(s);
- Copies of all required federal report forms if PTA hires independent contractor(s);
- Copies of the most recently filed Federal IRS Form 990;
- Copies of the applicable State Form 199;
- Copies of the California Attorney General's RRF-1.

If these documents are not available, please bring what you do have.

RSVP: Please contact the office at Office@ninthdistrictpta.org or (858)268-8077